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# CHAPTER 115

## INSTRUCTIONS FOR AIR EMISSION LICENSE APPLICATION

State of Maine  
Department of Environmental Protection  
Bureau of Air Quality

Fill out all applicable sections of the forms. Some applications will need to include information in addition to the forms. Attach additional pages as necessary. Attachments should be listed in Section I of the application form.

### INSTRUCTIONS for SECTION A: FACILITY INFORMATION

**Facility Name:** The facility name as it is recorded with the Secretary of State and as it should appear on a license.

**Physical Location:** The physical location of the facility, including city/town and county.

**Facility Mailing Address:** The mailing address of the facility, including city/town and zip code.

**Facility Phone Number:** Main phone number of the facility.

**Facility and Application Description:** A description of the facility operations and the purpose for the application (ie- renewal, amendment to add a wood fired boiler, etc.).

**Current License Number** (if an existing facility): The number of the air emission license the facility is currently operating under.

**Application Number:** To be filled in by the Department.



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**Checklist:** These requirements are necessary for the Department to accept the application for processing and should be completed then checked off prior to submitting the application.

- **Application completed** - the applicable portions of the application forms must be filled out.
- **Copy sent to town and date sent** - a copy of the air emission license application must be filed for public inspection with the town or city clerk of the local municipality.
- **Public notice published** - a public notice of intent to file must be published in a newspaper of general circulation in the region in which the source would be located (see Public Notice of Intent to File form).
- **Enclose public notice tear sheet** - a clipping or photocopy of the notice from the paper must be submitted with the application.
- **Signed signatory form** - the Responsible Official must sign the application form (see Section J).
- **If applicable, notify abutting landowners** - abutters must be notified for major modifications and transfers only.
- **If applicable, enclose check for fee** - new sources must enclose a fee with the application. Contact the Licensing Section if you have any questions regarding the exact amount of the fee that should be submitted.

**Facility Contact:** Contact information for the person responsible for any future questions regarding this facility including scheduling appointments or inspections.

**Application Contact:** Contact information for the person who is responsible for answering questions regarding this specific application if different than the Facility Contact.

**Billing Contact:** Contact information for the person who is responsible for receiving and paying air emission license invoices (accounts payable).



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## INSTRUCTIONS for SECTION B: FUEL BURNING EQUIPMENT

**Emissions Unit Table:** - Fill out the table for fuel burning equipment, not including insignificant activities or incinerators. See Appendix B of Chapter 115 for a list of insignificant activities. For incinerators see Section C of the application form.

List:

- **Emission Unit ID** - number to identify emission unit. You may use in-house identification labels.
- **Type of equipment** - boiler, emergency generator, space heater, etc.
- **Maximum design capacity** - maximum design capacity in MMBtu/hr. Maximum capacity for generators may also be expressed in kW or Hp.
- **Maximum firing rate** - gal/hr, scf/hr, tons wood/hr, etc. (include units in table).
- **Fuel type** - type of fuel burned, include sulfur content for oil. List all fuels if more than one type of fuel is burned.
- **Date of manufacture** - date when the equipment was manufactured.
- **Date of installation** - date when the equipment was installed.
- **Stack #** - the number of the stack which vents the emission unit.
- **Control device** - type of air pollution control equipment, ie. ESP, scrubber, multicyclone, etc.

Use sequential numbering, do not repeat emission unit IDs. In general, list emission units separately; do not combine units in one entry. One boiler may have different rated capacities for different fuels and each fuel may be listed separately in the table.

**Monitors for Fuel Burning Equipment:** Fill out the table for any fuel burning equipment which has emission monitors.

List:

- **Emission Unit** - Number to identify emission unit. You may use in-house identification labels.
- **Type of Monitor** – Continuous Emissions Monitor (CEM), Continuous Opacity Monitor (COM), parameter monitor, etc.
- **Data Measured** – The information being collected by the monitor. (NO<sub>x</sub> emissions, opacity, temperature, O<sub>2</sub> concentration, etc.)



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## INSTRUCTIONS for SECTION C: INCINERATORS

### Incinerator Table:

List:

- **Incinerator type** - describe the type of incinerator (i.e. veterinary, medical waste, municipal solid waste, sewage sludge, etc.).
- **Waste type** - the type of waste burned in unit. Identify any specific chemicals/materials and generic description such as pathological, infectious, municipal solid waste, sewage sludge, etc. List waste type category according to the definition in Maine Air Regulations Chapter 100 (i.e. Type I, Type II, Type III, etc.).
- **Make** – list the manufacturer of the incinerator (Shenandoah, Crawford, etc.).
- **Model** – list the model number of the incinerator.
- **Date of manufacture** - date when the incinerator was manufactured. Include month and year, if known.
- **Date of installation** - date when the incinerator was installed. Include month and year, if known.
- **Number of chambers** - the number of chambers in the unit.
- **Maximum Design Feed Rate** - the maximum weight of the waste charged per load in pounds.
- **Maximum Design Combustion Rate** - the rate at which the unit combusts waste as specified by the manufacturer in pounds per hour.
- **Heat recovery** - indicate if the incinerator is equipped with a heat recovery unit of any type, internal or external.
- **Retention time** - provide the retention time as specified by the manufacturer.
- **Automatic feeder** - indicate if the unit has an automatic or manual feed system.
- **Temperature range** - the temperature operating range for the primary and secondary chambers in °F.
- **Auxiliary burners, primary and secondary** - for any auxiliary burners in the primary or secondary (afterburner) chamber provide the maximum rating of each burner in MMBtu per hour and the fuel type and maximum sulfur content, if any (natural gas, #2 fuel at 0.35% S, etc.).
- **Annual Waste Combusted** - Include annual waste combusted for the preceding year. Indicate the year and the units (ie. tons).
- **Pollution control equipment** - type of air pollution control equipment, ie. electrostatic precipitator, baghouse, cyclone, scrubber, afterburner, adsorber, etc.
- **Stack #** - the number of the stack which vents the incinerator.
- **Monitors** - list any operational monitors on the unit such as temperature recorder, oxygen monitor, etc.



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## INSTRUCTIONS for SECTION D: PROCESS EQUIPMENT

**Process Equipment Table:** Fill out the table for process equipment, not including insignificant activities (see Appendix B of Chapter 115 for a list of insignificant activities).

List:

- **Emission Unit ID** - number to identify the emission unit. You may use in-house identification labels.
- **Type of equipment** – saws, kilns, spray booth, finishing line, etc.
- **Maximum raw material process rate** - name the raw material and the maximum design rate of processing , ie. 1.2 gallons per hour of coating, 1,000 feet per minute of paper, etc.(include units in table).
- **Maximum finished material process rate** - name the finished material and the maximum design rate of processing, ie. 1,000 feet per minute of printed paper, 100 lbs per hour of chemical xyz, etc. (include units in table).
- **Date of manufacture** - date when the equipment was manufactured. Include month and year, if known.
- **Date of installation** - date when the equipment was installed. Include month and year, if known.
- **Stack #** - the number of the stack which vents the emission unit. Indicate fugitive if there is no stack.
- **Control device** - type of air pollution control device, ie. water sprays, scrubber, multicyclone, etc.

Use sequential numbering, do not repeat emission unit IDs. In general, list emission units separately; do not combine units in one entry.

**Parts Washers/Solvent Degreasers:** Fill in this table for any parts washers or solvent degreasers used at the facility.

List:

- **Emission Unit ID** - number to identify unit.
- **Capacity** – the maximum amount of liquid capable of being stored in the unit in gallons.
- **Solvent Used** – the specific type of materials used for cleaning (SafetyKleen, kerosene, etc.).



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**Associated Chemical Usage Table:** Fill out this table for the compounds used in the process that contribute to air emissions.

List:

- **Process** - describe the process in which the chemical is used.
- **Chemical compound used in process** - list the chemical used by name (trade name if appropriate).
- **Actual compound usage** - note the current average annual usage in gallons or pounds (include units in table).
- **Hazardous chemical(s) in compound** - list any hazardous chemicals present in the chemical compound used in the process (see Appendix B of Chapter 115 of the Department's regulations for a list of Hazardous Air Pollutants).
- **Percentage VOC** - percentage of Volatile Organic Compounds (VOC) present in the chemical compound. Specify units: by weight or volume (see Volatile Organic Compound definition in Chapter 100 of the Department's regulations).
- **Percentage of HAP** - percentage of any Hazardous Air Pollutants (HAP) present in the chemical compound used in the process. Specify units: by weight or volume.
- **Total VOC Emitted** - the total amount of VOC emitted by this chemical based on current average annual usage (lb/year).
- **Total HAP Emitted** - the total amount of HAP emitted by this chemical based on current average annual usage (lb/year).

Describe the method of recordkeeping used for HAPs and VOCs. Examples include monthly mass balances from purchase records, monitor data, etc.

Describe the method used to calculate HAP and VOC emissions. This could include assuming 100% volatility, test results, control equipment, etc.



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## INSTRUCTIONS for SECTION E: STACK DATA

**Stack Data Table:** Provide information on stacks at the facility associated with emission units described in the application.

List:

- **Stack #** - stack identification number.
- **Height Above Ground** – height of the stack. Denote whether the height is listed in meters or feet.
- **Inside Diameter** – inside diameter of the stack. Denote whether the diameter is in meters or feet.
- **Exit Temperature** – temperature of the exhaust as it exits the stack.
- **Exhaust Flow Rate** – flow rate of the stack at the point of exhaust, if known. Denote whether the flow rate is in cubic meters per second or cubic feet per second and whether it is under actual or standard conditions.

## INSTRUCTIONS for SECTION F: ANNUAL FACILITY FUEL USE

**Annual Fuel Use:** Include annual fuel use data by month for the preceding year for each type of fuel fired. Include the average percent sulfur for oil and the average moisture content for wood. Include all fuels, using additional columns if necessary. Indicate the units of the fuel (gallons, tons, scf, etc.).

## INSTRUCTIONS for SECTION G: LIQUID ORGANIC MATERIAL STORAGE

**Liquid Organic Material Storage Table:** Fill in this table for liquid organic material storage tanks. One tank may be listed more than once if various materials with different characteristics are stored.

List:

- **Tank #** - number to identify the unit. You may use in-house identification labels.
- **Capacity** - the maximum amount of liquid capable of being stored in the tank in gallons.
- **Materials stored** - the specific type of organic material being stored, (i.e., alcohol is not a sufficient description - methanol, isopropanol, ethanol, etc. is required). If the material is a combination of organics, identify components as much as possible; for example, fuels can be specified by type and grade.
- **Ried Vapor Pressure (RVP)** - for gasoline only, specify the RVP of the material. If more than one, specify each.



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- **Annual Throughput** - the maximum yearly throughput, in gallons, for the material stored in the tank.
- **Above or below ground** - identify if above ground or below ground storage.
- **Type** - identify the type of tank design and type of roof (i.e. riveted or bolted; fixed roof or internal floating roof, etc.).
- **Physical description, age** - number of years the tank has existed.
- **Physical description, color** - color of the tank and its condition, (i.e. white with light rust).
- **Dimensions, height** - the height of the tank in feet.
- **Dimensions, diameter** - the diameter of the tank in feet.
- **Construction type** - construction material of the tank (steel, fiberglass, etc.).
- **Control Equipment** - type of air pollution control device, if any, ie. floating roof, carbon adsorption, thermal oxidizer, etc.

#### **INSTRUCTIONS for SECTION H: MISCELLANEOUS**

**Other Equipment:** Describe any equipment, activities, or other emission sources that did not fit into any of the above categories. Indicate the pollutant emitted and a description of any air pollution control devices. You may attach additional sheets if necessary.

#### **INSTRUCTIONS for SECTION I: BPT/BACT AND OTHER ATTACHMENTS**

**BPT/BACT:** Section I describes the requirements for a Best Practical Treatment (BPT) analysis and a Best Available Control Technology (BACT) analysis. If the control equipment, fuel limitations, and process constraints listed in the application are sufficient to describe BPT (or BACT as appropriate) for the facility, check the first box.

If a more in-depth analysis is required, check the second box and attach a separate BPT or BACT analysis.

**Other Attachments:** List any attachments that are included in this submittal. These attachments should be clearly labeled and the label noted on this page for reference.





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## **INSTRUCTIONS for SECTION J: SIGNATORY REQUIREMENTS**

The application must be signed by a designated Responsible Official.

"Responsible official" means one of the following:

- A. For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:
  - (1) The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
  - (2) The delegation of authority to such representatives is approved in advance by the permitting authority;
- B. For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
- C. For a municipality, State, Federal, or other public agency: Either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA).

### **Additional Questions?**

If you have any questions regarding filling out your air emission license application form, please contact a member of the Licensing Section at (207) 287-2437.

Additional forms and guidance can be found online at:

<http://www.maine.gov/dep/air/licensing/index.htm>